APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983									
DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY							
Application Date	Division of Human Development	Application Number							
	Energy Assistance Unit - Room	82-3							
January 6, 1982	618 Ponce de Leon Ave., N.E.								
Application Number	Atlanta, Georgia 30308	Date Received Date Completed							
DHR 82-4	Actanca, Georgia 30300	JAN 7 1982 FEB 1 1982							
2. Person to Contact	Working Title	Telephone Number							
Fran Buchanan Director, Energy Assistance Unit 894-5323									
3. Action Requested		•							
•	le; record will continue to accumulate.	·							
b. Dispose of present accumulation; no further accumulation anticipated. c. Diamend Application No. Check One: Dichange: Dispose Dispo									
c. Li Amend Application No									
4. Dates of Series	5. Records Series Title (followed by title used in office; if different)								
Earliest Letest	4								
7/1/79 continuing	Energy Assistance Application Files	•							
6. Divition and Office Function	What is the function of the Division and the Office in which this	record series is created?							
The Division of Human Development supervises the Council on Aging, the Units for Energy Assistance, Economic Opportunity, and Transportation, and the Sections for Aging and Child Development.									
The Energy Assistance Unit has the responsibility to help eligible residents of Georgia with home energy costs.									
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7 : Page de Socies Description	This file contains the following documents findude form numbers and	titles if anyl. Attach camples of the file							
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: processing applications (from residents of Georgia) for financial help with home energy costs through Federal grants.									
Included are: form 6000 (Rev. 10-81) [Application for Energy Assistance Program] - a three-part form which shows name and address of applicant; benefits being received by any household member (Supplemental Security Income, Food Stamps, Veteran's benefits); Primary source of income (Social Security, Bailroad Retirement, wages, SSI, Public Assistance, self-employment, unemployment insurance, pension, etc); Monthly/Annual income and income level; applicant's phone number, age, sex, ethnic group; number of people in houshold 60 and older; number of handicapped in household; number of children 5 and under; any member of household housebound; type of fuel used most for household heating (natural gas, LP or bottled gas, electricity, fuel oil, kerosene, coal or coke, wood); Living quarters - rented, owned, or public housing and arrangement for payment of utilities; Energy Supplier name and address, vendor code and account number. Applicant's eignature of understanding of Georgia Code Annotated 25-2408 concerning fraudulent statements or claims. Whether or not application is approved or disapproved; signatures of worker and the local agency; application date, date authorized; and date received by EAU.									
(Note: form 6000 (legal size page) [Application for Energy Assistance Program]; form 6001 [Application for ECAP Emergency Assistance]; and form 6012 [Application for Summer Energy Assistance Program] will be discontinued; however, will be included in the first transfer to the The Shieth all applications. In umerically by system reference number assigned by Unit disapproved applications. numerically by County DFACS agency code.									
8. Monthly Reference Rate	How often are records referred to which are:								
One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;									
twenty-five months and older ? approximately 160,000 applications received per year.									
9. Annual Rate of Accumulation or Records approximately									
Letter-size drawers; Legal-size drawers; Shelves; Other (Specify) 32 cu. ft.									

Secretion for diffest copy of the savale	YES NO	10. Questionnaire (P	lace an "X" in the	proper column)	to the control of the second s					
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